RICHMOND POLICE DEPARTMENT GENERAL ORDER
NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter	Number	Effective Date	Review Date
1	9	02/09/07	2011

Subject

FIREARM DISCHARGE AND FIREARM ASSAULT REPORTS

☐ New Order

References
CALEA 1.3.6a and 1.3.7
VLEPSC ADM.05.03

☒ Replaces
O.O.1304-01, (06/11/04)

Chief of Police or Designee

02/09/07
Date

I. PURPOSE

The purpose of this ***directive*** is to establish the policy and procedure for compiling the necessary forms when an officer either discharges his/her firearm or is assaulted with a firearm. This ***directive*** consists of the responsibilities and procedures for members of the Richmond Police Department.

II. POLICY

A. The Firearm Discharge/Firearm Assault Report (PD-10) must be completed each time an officer discharges his/her firearm, ***other than in routine firearm training or practice at an approved range***. If the firearm discharge results in a death or serious injury, a Critical Incident Checklist must be completed. The PD-10 and the Critical Incident Checklist (***PD-111***) shall not be completed for training activities.

B. The Firearm Discharge/Firearm Assault Report (PD-10), the FBI Assault Form and the Critical Incident Checklist ***(PD-111)*** must be completed any time an officer is assaulted with a firearm. The PD-10 and the FBI Assault Form will be attached to the IBR Report relating to any assault and forwarded to the IBR Reporting Clerk in the Central Records Unit. The Critical Incident Form will be forwarded to the Chief of Police through channels, with an additional copy forwarded to the ***Internal Affairs Division's*** OIC.

III. ***ACCOUNTABILITY STATEMENT***

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of

policy are investigated and appropriate training, counseling, or disciplinary action is initiated.

IV. PROCEDURES

A. PD-10 Form (***Shall be completed*** as indicated below):

1. Record officer's name, rank, code number, badge number, division/unit assigned and date of appointment.

2. Record the date, time and location of the incident.

3. Indicate the type of report and the duty status.

4. Record the assignment (if on duty), type of incident and premise.

5. Indicate reason for discharging firearm.

6. Record lighting and weather conditions.

7. Record all pertinent information relating to the incident.

8. Describe the incident in detail and include remarks.

9. The officer's immediate supervisor shall review and sign the PD-10 form each time a police officer is the victim of an assault with a firearm or discharges a firearm, ***other than in routine firearm training or practice at an approved range*****,** whether or not the officer is injured and return to the affected Major who will distribute as follows:

   a) Original: Chief of Police

   b) Copy: ***Assistant Chief of Police***

   c) Copy: Training & Development Unit

   d) Copy: ***Internal Affairs*** Division/Team

   e) Copy: Retained by the ***officer's OIC where*** the officer is assigned.

B. Incident Based Reporting (IBR):

1. The FBI's Assault Form will be included in the IBR and forwarded to the IBR Clerk.

2. A picture will be taken of the officer's physical condition including clothing and any cuts and bruises.

3. A picture will be taken of the suspect's physical condition including clothing and any cuts and bruises.

4. A case folder will be prepared for the Commonwealth's Attorney.

5. Supervisors will notify the Watch Commander ***or the Night Supervisor*** of any such incident.

V. ROLES AND ACCOUNTABILITY

Noted below are specific roles and responsibilities for the ranks listed. All RPD employees are expected to fully comply with requirements of all policies or appropriate disciple will be taken.

A. ***The Officer shall:***

1. ***Complete a Firearm Discharge/Firearm Assault Report (PD-10) each time an officer discharges his/her firearm, other than in routine firearm training or practice at an approved range, and complete a Critical Incident Checklist, if the firearm discharge results in a death or serious injury.***

2. ***Any time an officer is assaulted with a firearm, complete a Firearm Discharge/Firearm Assault Report (PD-10), a FBI Assault Form and a Critical Incident Checklist (PD-111); and attach the PD-10 and the FBI Assault Form to the IBR relating to any assault and forward to the Central Records Unit's IBR Reporting Clerk.***

3. ***Forward the PD-111, through channels, to the Chief of Police with an additional copy forwarded to the Internal Affairs' Division OIC.***

4. ***Prepare a case folder for the Commonwealth's Attorney.***

B. ***The Officer's Immediate Supervisor shall:***

1. ***Prepare the PD-10 if the involved officer is unable to do so due to injury.***

2. ***Review and sign the PD-10 form each time an officer is the victim of an assault with a firearm or discharges a firearm, whether or not the officer is injured, and return the form to the affected Major.***

3. ***Take pictures of the officer's and the suspect's physical condition and injuries including clothing and any cuts and bruises.***

4. ***Notify the Watch Commander/Night Supervisor of any such incident.***

C. ***Affected Major shall:***

Each time a police officer is the victim of an assault with a firearm or discharges a firearm, other than in routine firearm training or practice at an approved range, distribute copies of the PD-10 as follows:

1. ***Original: Chief of Police***
2. ***Copy: Majors of Operations***
3. ***Copy: Training & Development Unit***
4. ***Copy: Internal Affairs Division/Team***

VI. Forms

Firearm Discharge/Firearm Assault Report (PD-10)
FBI Assault Form
Critical Incident Checklist (PD-111)
IBR